



# City of Lowell Planning Board

## Application for Approval of a Definitive Subdivision Plan

### OFFICIAL USE:

Date of Receipt: \_\_\_\_\_ Received By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Complete \_\_\_\_\_ Not Complete \_\_\_\_\_ Date : \_\_\_\_\_

The following application is made to the City of Lowell Planning Board in accordance with the provisions of Massachusetts General Law Chapter 41, Sections 81K-81GG, "The Subdivision Control Law," and the City of Lowell Subdivision Regulations.

### 1. Application Information

Address of Property Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Email: \_\_\_\_\_

Second Owner (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Email: \_\_\_\_\_

Owner's Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant/Lessee/Purchaser (If Applicable): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Property Information

Zoning District: \_\_\_\_\_

Number Of Proposed Lots:

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_ Institutional: \_\_\_\_\_

Non-Buildable: \_\_\_\_\_ Other (please describe): \_\_\_\_\_

Land Area (Square Feet): \_\_\_\_\_

Length of New Road (Linear Feet): \_\_\_\_\_

### 3. Brief Summary of Proposed Work (Attach Additional Sheets if Needed)

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### 4. Preliminary Plan

Was a Preliminary Plan submitted to the Planning Board (circle one)? Yes No

If yes, date: \_\_\_\_\_

Was conceptual approval granted by the Planning Board (circle one)? Yes No

If yes, date: \_\_\_\_\_

### 4. Definitive Subdivision Plan Submission Requirements

(PROVIDE ONE (1) ORIGINAL AND **FIFTEEN (15)** COPIES OF ALL PLANS, NARRATIVE, AND APPLICATION  
SIX (6) OF THE COPIES MAY BE HALF-SIZE, IF DESIRED)

PLEASE SUBMIT ONLY THREE (3) COPIES OF DRAINAGE CALCULATIONS

Incomplete applications will be automatically rejected and returned to the applicant.

#### **Place a check mark next to each item to confirm that it is included in this package:**

\_\_\_\_\_ A. Completed Application for Approval of a Definitive Subdivision Plan (this form).

B. Plan(s) at scale 1" = 50 (unless waived by the Planning Board) drawn by registered land surveyor including the following information (show on multiple sheets for ease of reading):

\_\_\_\_\_ 1. Subdivision name, magnetic north arrow, date and scale.

\_\_\_\_\_ 2. The name and address of the owner, the subdivider, the Registered Civil Engineer & Surveyor.

\_\_\_\_\_ 3. The zoning district in districts in which the subdivision lies.

\_\_\_\_\_ 4. Names of all abutting owners.

\_\_\_\_\_ 5. Location and names if existing and proposed streets, easements and proposed easements and ways. (The name of proposed streets must be approved by the Lowell City Council.)

\_\_\_\_\_ 6. Sufficient data to determine readily upon the ground, the location, or angle of every street line, whether straight or curved.

- \_\_\_\_ 7. Location of existing and proposed permanent monuments within the subdivision.
- \_\_\_\_ 8. Boundary lines, areas and dimensions of all lots within the subdivision, designated numerically and in sequence.
- \_\_\_\_ 9. Major site features such as existing stonewall fences, buildings, large trees, or wooded areas, rock bridges and outcroppings, swamps, and water bodies.
- \_\_\_\_ 10. Boundary lines, areas and dimensions of all lots or other divisions of land within the subdivision, with all lots designated numerically and in sequence.
- \_\_\_\_ 11. Location and width of existing and proposed roadways including temporary turn-around and back around areas and sidewalks, within and adjacent to the subdivision.
- \_\_\_\_ 12. Proposed layout of sewage disposal systems, water systems, storm or surface water systems.
- \_\_\_\_ 13. Space to record the action of the Board and the signatures of the members, attestation of the City Clerk, and approval to the Department of Public Works.
- \_\_\_\_ 14. Existing and proposed topography at a suitable contour interval. (This requirement may be waived by the Board if deemed not necessary.)
- \_\_\_\_ 15. Profiles of proposed streets, on a horizontal scale of fifty (50) feet to an inch and a vertical scale of five (5) feet to an inch.
- \_\_\_\_ 16. The existing surface elevations and proposed finish grade on the center line and on each side line of each proposed street, and the sill elevation of all existing structures within the area to be subdivided. Existing center line grades in fine solid lines, side lines in fine dash lines and proposed finished center line grades in heavy solid line. Proposed grade elevations at fifty (50) foot stations and proposed rates of gradient shall be shown by figures. (Note: the Lowell Engineering Department requires that all existing accepted grades be met.)

Items (5) through (16) may be shown on one or more separate construction and/or profile plans, which shall be referred to by title on the plan which contains the signatures of the members of the Board. All such plans taken together shall be deemed to constitute the definitive plan of the subdivision.

- \_\_\_\_ C. A narrative or impact study(ies) if requested by the Planning Board.
- \_\_\_\_ D. A certified list of abutters within a 300-foot radius of the site must accompany all site plan applications.
- \_\_\_\_ E. A petition to have all new streets within the subdivision accepted as public ways shall be submitted to the Planning Board, accompanied by a deed transferring title to the City of Lowell and a transparent linen plan of each street adequately fixing its location and area. This petition will be submitted to the City Council by the Planning Board after work has been completed satisfactorily.
- \_\_\_\_ F. Filing fees as established by the Lowell Planning Board and Lowell City Council.
- \_\_\_\_ G. All additional items required by the Subdivision of Land Regulations of the City of Lowell and/or requested by the Lowell Planning Board.

## **5. Statement of Application (Form A)**

**Note:** Parentheses are used to indicate alternative provisions. The applicant should use this form as a guide only and submit this application statement on his own letterhead.

To the Planning Board of the City of Lowell:

1. The undersigned, being the owner(s) of all land included within the proposed subdivision shown on the accompanying plan, submit(s) such as the definitive plan of the proposed subdivision and make(s) application to the Board for final approval thereof.
2. The land within the proposed subdivision is subject to the following easements and restrictions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. There are appurtenant to the land within the proposed subdivision the following easements and restrictions over the land of others:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. (A preliminary plan of the proposed subdivision, to which the accompanying plan conforms, was tentatively approved by the Board on \_\_\_\_\_, 19\_\_\_\_). (A preliminary plan of the proposed subdivision was tentatively approved by the Board on \_\_\_\_\_, 19\_\_\_\_, with modifications, which modifications have been incorporated in the accompanying plan).
5. The applicant(s) agree(s), if this application is approved, to perform and complete all work in the ground within the proposed subdivision required by the rules and regulations of the Planning Board as in force on the date of this application, and as modified and supplemented by the work specification and other requirements of the Division of Engineering, and set forth in statements attached hereto. (as no (public sewers) (public water mains) are considered by the Department of Public Works to be reasonably accessible, the applicant(s) propose(s) to install individual (sewage disposal) (water supply) facilities to serve (all) (the following) lots, and agree(s) to install such facilities in accordance with the requirements of the Board of Health, as set forth in the statement of said Board attached hereto).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. (The applicant(s) further agree(s) to complete all required work on the ground within two years from the date of final approval of the definitive plan by the Board, unless such time is extended by the Board). (The applicant(s) request(s) the Board to allow time additional to two years from the date of final approval of the definitive plan by the Board, namely, until \_\_\_\_\_, 19\_\_\_\_, for the completion of the following particular items of work will be completed within the time specified:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- The applicant(s) further agree(s) to complete all other items of required work on the ground within two years from the date of final approval of the definitive plan by the Board, unless such time is extended by the Board).
7. The applicant(s) further agree(s), if this application is approved, not to sell, or to offer to sell any of the lots within the subdivision until said plan is so recorded.
8. (The applicant(s) request(s) that the Board approve the definitive plan on condition that no lot in the subdivision shall be sold until the work on the ground necessary to adequately serve such lot has been completed to the satisfaction of the Board (except for the following particular items of work which the applicant(s) request(s) to be exempted from such condition:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
9. (The applicant(s) further agree(s) that, whether or not this application is approved, (he) (they) will pay the cost if publication, arranged by the Board, of the required notice of public hearing in a newspaper of general circulation in the City.
10. The applicant(s) further agree(s) that all sanitary sewers and water mains, together with their appurtenances, installed in the subdivision and connected with the public sewer and/or water system shall, upon satisfactory completion (as evidenced by a certificate of performance) and final connection with the public system, be deemed to become a part of said system and the property of the City.
11. This application is accompanied by an original drawing of the proposed definite plan, (signed by the required Commissioner of the Department of Public Works) (accompanied by statements of approval and verification by the required city agencies), a designer's certificate, approved cost estimates for all work to be covered by bond, and a sketch plan of adjacent land. (Omit any items not submitted).

Dated \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Legal Title of Applicant

**6. Authorization (Must be Signed by the Owner of the Property)**

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

*An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly-scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator.*

*Submit all required materials to:*

James Errickson, Associate Planner/Planning Board Administrator  
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852  
(978) 446-7245, fax: (978) 446-7014, email: [jerrickson@ci.lowell.ma.us](mailto:jerrickson@ci.lowell.ma.us)